

RULE 1240A
ACCESS TO PUBLIC RECORDS

NOTICE TO PUBLIC CONCERNING ACCESS TO PUBLIC RECORDS

The Kenosha Unified School District has designated the Superintendent of Schools as the legal custodian of the public records and property of Kenosha Unified School District. The term “public records” as used here includes all records of the School Board, Board officers, the Superintendent, committees and the divisions and departments of the District. The public may obtain information and access to records, make requests for records, or obtain copies of records in the custody of the Kenosha Unified School District at the following place and times at the local public offices: Administrative Offices of Kenosha Unified School District at 3600 52nd Street, Kenosha, Wisconsin 53144-2697 or Post Office Box 340, Kenosha, Wisconsin 53141-0340, and in particular, the Office of the Superintendent of Schools. The regular office hours are 7:30 a.m. to 11:50 a.m. and 12:45 p.m. to 4:30 p.m. during the regular school term, and 7:30 a.m. to 11:50 a.m. and 12:30 p.m. to 4:00 p.m. for the balance of the year.

District records are located in various offices in various locations in the District. Information concerning the location of particular records may be obtained by contacting the Office of the Superintendent. In applying the provisions of the public records law, the positions identified as local public offices within the Kenosha Unified School District include: local public offices, Superintendent of Schools, building principals, Executive Directors and Directors.

The District is authorized by law to impose a fee on the requester that does not exceed the actual, necessary and direct cost of reproducing, locating, transcribing, mailing or shipping the record, unless a fee is otherwise specifically established by law. Information concerning the specific fees charged by the District may be obtained by contacting the Office of the Superintendent.